

CALCUTTA STATE TRANSPORT CORPORATION
5, NILGUNGE ROAD, BELGHORIA,
KOLKATA : 700 056.

TENDER NOTICE NO. : 02 /Security/2015-16

Tenders are invited in Sealed Cover super-scribed "OFFER AGAINST N.I.T. NO. 02/Security/2015-16 in prescribed form from experienced, financially sound and licensed Security Agencies interested to deploy Security Personnel at the Depots/ Bus Terminus of C.S.T.C. mentioned hereunder on contract basis for a period of 3(three) years for ensuring security arrangement therein , as per terms and conditions.

The Guards on duty will normally work during daytime for which they have to report at 06.00 A.M. everyday and record their attendance. The Guards will perform duties in accordance with the instructions from competent officer of CSTC. The duties will include ensuring safety and security of the premises, furniture etc. and the buses parked/garaged for outsheddng and/or maintenance. They will not allow unauthorized persons or articles to be entered inside the premises. In case of a terminus, they may require to assist in maintaining systematic and peaceful queue of buses and passengers.

Sealed cover containing two sealed envelopes, one of which bears Tender Notice, Terms & conditions of the Tender for Security(s), Declaration, Form 'A' and other documents duly sealed & signed subheaded by "TECHNICAL BID" and other one bears requisite earnest money, Form 'B' duly sealed and signed subheaded by "COMMERCIAL BID" have to be submitted as per prescribed time schedule.

Tender Form will be available from the Office of the Managing Director, 5, Nilgunge Road, Kolkata-700056 on payment of Rs. 500/- (Rupees five hundred) only per set (non-refundable) and to be submitted at the same office. Earnest Money to be deposited @ Rs.10,000/- (Rupees ten thousand) only for each mentioned Depot/ Bus Terminus in the form of Bank Draft or Pay Order drawn in favour of "Calcutta State Transport Corporation" payable in Kolkata. Tenders will be opened at same place in presence of the attending parties/authorised representatives, if any.

A tenderer may quote rates for providing one security person at any or all the Depots/Bus Terminus in a single form. The Corporation reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. Prequalification application will be submitted along with copy of valid Trade License, P. Tax, VAT, IT Clearance Certificate/Challan, Credentials.

SCHEDULE OF DATE & TIME

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| 1. Last date of Prequalification application | : 30.07.2015 upto 1-00 pm. |
| 2. Date of Issue of Tender document | : 29.07.2015 to 30.07.2015 upto 3-00 pm. |
| 3. Date of Pre-Bid meeting | : 30.07.2015, 11-00 am. |
| 4. Date of receiving Sealed Bids | : 04.08.2015 upto 2-00 pm. |
| 5. Date of opening of Technical Bids | : 04.08.2015 after 2-00 pm. |
| 6. Date of opening of Commercial Bids | : As announced after opening of Technical Bid. |

List of locations of Depots :

1. Thakurpukur Depot, 10, Diamond Harbour Road.
2. Belghoria Depot, 5, Nilgunge Road, Belghoria, Kol-56.
3. Kasba Depot, Rajdanga Main Road.
4. Garia Depot(6 No. Stand).
5. Nilgaunje Depot, Barrackpore Barasat Road, Uttar 24 Parganas.
6. 14 Number Bus Terminus, Behala.
7. Howrah Station Bus Terminus, Howrah,
8. 8B Bus Terminus, Jadavpur.

Each location may require 2 unarmed guards. For further details intending bidders may contact the office of the Managing Director, C.S.T.C., 5, Nilgunge Road, Kol-56.

Sd/-

Managing Director,

C.S.T.C.

No. 1725/(30) –CSTC/1E-4A/2014-2015 Pt-I.

Dated : 13.07.2015.

Copy forwarded for information to :-

- 1) The Hon'ble MIC, Sports & Transport Department Govt. of West Bengal, and Chairman,
Calcutta State Transport Corporation.
- 2) The Principal Secretary, Transport Deptt., Govt. of West Bengal, Paribahan Bhaban,
12, R.N. Mukherjee Road, Kolkata-700001.
- 3) Sri R.K. Maity, I.A.S., Commissioner, Transport Deptt., Govt. of West Bengal,
Paribahan Bhaban, 12, R.N. Mukherjee Road, Kolkata-700001.
- 4) The Financial Advisor, Transport Deptt., Govt. of West Bengal, Paribahan Bhaban,
12, R.N. Mukherjee Road, Kolkata-700001.
- 5) The Deputy Managing Director.
- 6) The Director of Operations.
- 7) The Chief Accounts Officer-cum-F.A.
- 8) The Chief Mechanical Engineer.
- 9) The Controller of Stores & Purchase.
- 10) The Works Manager, Central Workshop. (11) The Sr. Law Officer.
- 12-22) The Depot Manager, BD/PD/MD/SLD/KD/GD/LD/TD/TPD/HD/ND.
- 23) The Sr. Engineer(Civil). (24) The Discipline Officer.
- 25-26) The Administrative & Personnel Officer, Head Quarters/CTO.
- 27-28) The Chief Cashier, Central Cash/CTO.
- 29) The CA to Managing Director.
- 30) Notice Board.

Sd/-

Deputy Managing Director,
C.S.T.C.

TERMS & CONDITIONS OF THE TENDER FOR SECURITY

1) Manner of submission of Tender

Tender should be submitted in Sealed cover super-scribed "OFFER AGAINST N.I.T. NO. . 02/Security/2015-16 at the Office of the Managing Director, 5, Nilgunge Road, Kolkata-700056. Tenders will be opened at the above address in presence of attending parties/authorised representatives, if any. Particulars of the tenderer should be filled in Form 'A'. The tenderer must quote monthly rate for providing one armed security person and one unarmed security person separately ,to a particular Depot in the Form 'B' in words and also in figures without over-writing / ambiguity. The Corporation does not bind itself to accept the lowest tender and reserves the right to reject any/all Tenders without assigning any reason. The tenderer shall have to produce Trade License, VAT, Income Tax, Professional Tax Clearance Certificate and Credential before issue of tender permission. An Earnest Money amounting to Rs.10,000/- (Rupees ten thousand) only per Depot/ Bus Terminus shall have to be deposited in the form of Bank Draft drawn in favour of "Calcutta State Transport Corporation" payable in Kolkata with the Tender.

2) Security Deposit (SD) for each Depot/Unit will be 5% of the final contract value. Corporation will deduct @5% of the gross wage bill of each monthly bill of the tenderer towards security deposit till the balance SD amount i.e (SD amount-EMD) is arrived. Corporation will have absolute authority to retain and adjust the same in case the successful tenderer fails to comply any of its legal /agreemental obligations .The security deposit shall be refunded to the agency within 30 days from the date of completion/termination of contract on production of certificate from Depot Manager/Unit Head that the agency has satisfactorily performed his obligation, whatsoever under this contract.

The Earnest Money deposit will be refunded to the un-successful without any interest and in case of successful tenderer it would be adjusted with the Security Deposit.

3) **Period of Contract** : The proposed security services contract for CSTC premises at the above-mentioned addresses shall be for the period of **Three years** from starting of the contract.

However, the Contract agreement with the successful tenderer can be terminated by the Corporation by giving 30(thirty) days/one month notice in advance without assigning any reason thereof .

4) The successful tenderer shall be required to execute contract agreement, one on Rs. 10/- non-judicial Stamp Paper and two on plain paper, with the C.S.T.C. for providing security service for three years only without any option for renewal. Notice Inviting Tender and terms and conditions will form part of the agreement.

5) The finalized tenderer/agency shall be responsible for safety & security of office premises including assets, office equipments, furniture, fixtures & fittings provided therein.

6) The intending tenderer/agency can visit the site before offering rates on approaching to the respective Unit heads to have a fair idea of space occupied by CSTC, Depot/Head Quarter Offices as proposed for availing security services at the above mentioned addresses before submitting tenders.

- 7) The Agency will maintain a liaison with the local authorities like Police, Fire Brigade etc.
- 8) The successful tenderer/Agency shall endeavor to deploy smart, well dressed & disciplined Security Guards in proper uniform carrying name batch, with shoes having LED Torches, whistles, lathis for unarmed guards, arranged by the agency. Discharge note of these Security Guards shall be shown by the Agency to the Competent Authority before deploying them for security duty.
- 9) Any damage caused to the building or property of the Corporation during the contract period shall be recovered from the contractor.
- 10) The Contractor should submit details like name, father's name, residential address and contact numbers of the security personnel deployed by him in different Depot/ Unit to the concerned Unit Head.
- 11) The Contractor will have to submit bio-data and identity proof of security personnel engaged at different units for verification and office record. The firm should also submit photocopy of the posting / appointment letter of each of its men deployed at CSTC. If the Contractor withdraws and/or deploys any person in any Unit according to its own exigency of work or on advice of CSTC, photocopy of the appointment letter of such newly deployed Security Personnel should also be immediately furnished to the Unit.
- 12) All employees of the successful tenderer/Agency shall be issued name badges bearing their names by the Agency within one month from the date of signing of this contract failing which the Corporation reserves the right to deduct an amount equivalent to the cost of name badges from the monthly bills of the Agency. The Agency shall ensure that name batches so provided by the Agency are worn by the security guards while on duty failing which the Corporation would inform the Agency of the same for remedial action.
- 13) The guards deployed on duty shall not leave their places/premises of work unless and until the reliever comes for shift duties.
- 14) The Agency shall maintain discipline among its staff employees and shall be responsible for the conduct and behavior of its employees.
- 15) If any personnel is found under the influence of alcohol or narcotics or found in a state of inebriation in the premises, a penalty of Rs. 1,000/- per instance shall be deducted from contractor's bill and such employee shall not be allowed to enter the premises in future.
- 16) The contractor will not allow his employees to participate in any trade union activity or agitation in the premises of CSTC.
- 17) The number of security guards/staff indicated above is according to the present requirement and may increase or decrease in one month notice by CSTC to the contractor.
- 18) In the event of failure on the part of the contractor to provide security through security guards as per requisition at any site, CSTC reserves the right to make alternative arrangements as deemed fit at the risk and cost of the defaulting contractor. In case of such failure on three occasions at the same or different sites during the contractual period, the contract is liable to be terminated at the cost and risk of the contractor.

- 19) Any theft, loss, breakages of the property of CSTC caused by the contractor's personnel shall be borne by the contractor.
- 20) In the event of any loss being occasioned to CSTC on account of negligence of the Agency's employees, the Agency shall make good the loss so sustained by the CSTC either by proper replacement or on payment of reasonable compensation. Any such or other amount recoverable from Agency shall be recovered from any of payment(s) due/payable to the Agency or from Security Deposit at the discretion of CSTC.
- 21) The Agency shall not appoint any Sub-contractor to carry out any obligations under the Contract.
- 22) The Agency shall comply with the provisions of Kolkata Shops and Establishment Act, Minimum Wages Act, Contract Labour (Regulations & Abolitions) Act, Payment of Wages Act, Employees Provident Fund (and Family Pension Fund) Act, 1952 according to acts and rules, Payment of Bonus Act, if applicable to them. The Agency shall keep CSTC indemnified from all acts of omissions or commissions, faults, breaches and/or any claim/demands, loss, injury and expenses to which CSTC may be put to or involved as a result of the Agency's failure to fulfill any of the obligations hereunder and/or under the said Acts, enactments, rules, regulations and/or statutes and/or any by-laws or rules framed there under or any of them. CSTC shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, loss or injury from the Agency's monthly remuneration or from the Earnest Money/Security Deposit without prejudice to its any other rights under law.
- 23) The Agency may obtain a valid license issued by the competent designated statutory authority under the Contract Labour(R&A)Act and the rules framed there under and to be submitted along with tender document.
- 24) The rates quoted by the Agency shall be deemed to be inclusive of all considerations and the Agency shall not be entitled to any other payment other than what has been specifically provided in the tender document. CSTC shall not bear any extra charge on any account whatsoever i.e. EPF, ESI and other contribution, uniform, liveries, OTA etc.
- 25) The contractor will discharge all his legal obligations in respect of the workers to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the CSTC from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws.
- 26) The Contractor shall submit the monthly bill for payment at the agreed rate at the closing date of each month and be paid within 15 working days from the date of submission after tallying with the Attendance Register in respect of the security personnel deployed by the Contractor in the different Units of CSTC. The payment of monthly bills from the finalized tenderer would be submitted to Central Bill Group of CSTC on monthly basis and this will not be linked with the disbursement of wages by the security agency to its employees. However, the finalised tenderer will

submit proof of disbursement of wages and copy of CPF/ESI challans for the contributions made to the statutory agencies.

27) Copy of amount paid towards ESI, EPF, Service tax etc. paid for the month to be enclosed along with the invoice during the following month. Without the above paid details the bills cannot be forwarded to audit authorities for further action.

28) Every year during the month of June and December a consolidated list showing the name of the individuals PF number and amount paid during the year to be given by the contractor to this Principal Employer and it is mandatory to submit the following document along with the abovementioned list -

i. Certified Attendance Sheet.

ii. Duty Roster for the succeeding months.

iii. ESI payments.

iv. Provident Fund payments.

v. Receipted payment of wage sheet to employees for the preceding month.

29) The payment of compensation, dues, if any, of the employees appointed by the Contractor for the purpose of this Agreement will be the responsibility of the Contractor only and CSTC in no case will be liable to compensate thereof.

The rates quoted by the intending tenderer shall be exclusive of service tax. The service tax, as & if applicable, shall be payable to the tenderer/agency on the actual approved charge for no. of guards deployed as per statutory rates implemented by Government. No escalation in quoted monthly charges other than mandatory & admissible increase/decrease in the minimum wages and the service tax are payable. Violation of any statute framed by Government by the tenderer finalized for the purpose as may come to the notice of CSTC at a later stage would result in cancellation of tender at a later stage.

30) The tenderer/agency finalized shall comply with all statutory obligations or any other acts applicable to the agency as amended from time to time in performance of the proposed services to the CSTC and/or at any other place/office as may be called for by situation. This must include provision of PF, insurance, liveries, leave & bonus to the staff to be deployed for CSTC by the tenderer and violation of any statutory act enforced by Government for this purpose, will result in forfeiture of EMD and Security Deposit and rejection of quotation.

31) CSTC shall be kept indemnified from all acts of omission or commission and risk and cost expenses to which CSTC may be put to or involved arising out of the fault of tenderer/agency finalized.

32) In addition to above, the tenderer/agency at its own cost, risk & responsibility is to pay all the charges/settle the claims to the workers or labour deployed for services in accordance with the Acts/statutes as or applicable under the law.

33) The tenderer/agency must be in possession of all requisite documents etc. which entitle them to take up the job to accept the contract for providing security services as may have requisitioned for the same.

34) The validity of rates quoted and agreed by CSTC, shall be kept valid for a period of 30(thirty) days from the date of opening of the tenders.

35) The disputes, if any, between CSTC and the successful tenderer shall be settled amicably and decision of the Managing Director will be final and binding on both the parties.

36) Income Tax will be deducted from the payments due for the work done as per rule.

Agency will maintain all the registers at concerned section.

37) The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt. / State Govt. relating to this contract made applicable from time to time. It will be the sole responsibility of the service provider for compliance of all type of labour and related laws and regulation, CSTC will not be responsible in this regard.

38) The tenderer/agency shall be responsible for ensuring provision of security services to CSTC with effect from the date mentioned in Work Order to be issued by the CSTC.

39) The Agency shall be responsible for prohibiting entry of the outsiders within CSTC premises during their time of work except specifically permitted by concerned Unit Head of the Corporation.

40) The Agency shall be responsible for prohibiting any material going out of the CSTC premises during their time of work.

41) The Contractor shall take charge of security of the Units of CSTC and shall make arrangements for opening and closing of main gates as per direction given from time to time by the competent authority and the contractor shall remain entirely responsible for any theft, loss or damage to the property of CSTC for any reason and due to negligence of the security personnel directly or indirectly as per terms and conditions.

42) Risk Clause :CSTC reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from SD or pending bills or by rising a separate claim.

43) Liquidated Damages Clause:

An amount equivalent to two days of contract amount, subject to a minimum of Rs.2500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any section, it will be brought to that notice of the supervisory staff of the firm by CIFE and if no action is taken within one hour, liquidated damages clause will be invoked.

Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons(s) will have to be replaced immediately.

44) Duties and responsibilities of the Agency & Security Personnel :-

The duties of Security Personnel comprise of:-

- i) Performing duties in accordance with the instructions from competent officer of CSTC.
- ii) ensuring safety and security of the premises, furniture etc. and the buses parked/garaged for outshedding and/or maintenance.
- iii) Prohibit entries of unauthorized persons or articles to be entered inside the premises.
- iv) In case of a terminus, they may require to assist in maintaining systematic and peaceful queue of buses and passengers.
- v) Prevention of theft & pilferage of CSTC's property
- vi) Manning of Gates & security at Cash.
- vii) Extinguishing of Fire hazards.
- viii) Checking of materials and Vehicles at the Gate.

- ix) Personal search and search of belonging of Workmen and other persons.
- x) Protect CSTC's property from sabotage and damage.
- xi) Checking DAK receipts & dispatch, entry & exit of personnel, Gate passes and tokens.
- xii) Prevent unauthorized entries and taking of photograph in CSTC premises.
- xiii) Collection of intelligence.
- xiv) To assist Police & law enforcing agencies in respect to law and order, natural calamities and other exigencies of work.
- xv) To monitor the operation of close circuit T.V. wherever available, and take corrective actions, if any, towards their notice in respect to the parties as the case may be.
- xvi) To lodge report with local police for any unlawful activity committed or apprehended against property or person of the company.
- xvii) To report about irregularities against the interest of the company to the superior authorities from time to time

45) The tenderer shall bring his own employees (security persons) and take back them at the time of termination of agreement. The list of security persons with address and other particulars should be submitted by the tenderer to the concerned authority of this Corporation.

46) The tenderer shall remain liable to discharge all statutory obligation for the man power engaged by him for the job. In case of any accident of the labourers engaged by him in course of the performing allotted job within the Depot/Terminus premises, the tenderer will be fully responsible for the same and Corporation will not be liable in any way.

47) The tenderer must vacate the premises at the end of the agreement period of three years and on the last date of the period of contract, he must hand over possession to the Corporation on as is where is basis. For over stay and delay in handing over of the possession of premises a daily penalty @ Rs. 200/- per day will be charged and recovered from the Security Deposit.

DECLARATION

I / We do hereby declare that I/we have gone through the terms and conditions as laid down in the tender which are acceptable and will be binding upon me/us if my/our tender is accepted/rejected by the Corporation. I / We also declare that I / we are going into a contract agreement with the Corporation after selection. I / We shall abide by all the terms and conditions as above and as it will be laid down in the contract agreement. In case of violation of any of the terms and conditions of the Tender/Contract, the C.S.T.C. will be at liberty to cancel the contract and to forfeit the Security Money deposited by me/us without assigning any reason.

Date : Signature :

Place : Name of the Firm/ Individual :

Address :

Seal :

PLEASE NOTE :

Documents / papers to be furnished in the Tender :

- 1) Terms and conditions of Tender along with Form 'A' and Form 'B' duly filled in, sign and seal.
- 2) Copy of Trade License / I.T. / VAT/ P.T. Certificate.
- 3) Requisite amount of Earnest Money in the form of Bank Draft / Pay Order.

- 4) Partnership deed if applicable.
- 5) Photocopy of money receipt of Rs. 500/- (Rupees five hundred) only towards purchase of Tender documents.
- 6) Copies of the updated EPF and ESI Certificates
- 7) Copies of Service Tax Registration Certificates.

F O R M - 'A'

PARTICULARS OF THE TENDERER

1 (a) Name of the Security Agency :

(b) Name of Industrial House /
Office with which registered, if any
(Certificate must be enclosed) :

2 (a) Proprietor's Name :

(b) Particulars of Experience :

i) Foundation year of the Firm / Unit :

ii) Total No. of Offices provided security
during last three years. :

iii) Total No. of employees
during last three years. :

3. Full address of the Firm :

Head Office :

City Office :

Phone No. :

4. i) Particulars of the Trade Licence :

5. Experience with Govt. Establishment
or Big Industrial House, if any. :

6. Details of Bank Account. :

Date :

Place :

Signature of tenderer with Seal.

F O R M - 'B'

Sl. No.	Name of the Depot/Bus Terminus intended to provide security	Monthly rate for providing with one unarmed security (must be written clearly in figures & words)	Particulars of the amount of Earnest Money (Bank Draft/Pay Order to be furnished.
(1)	(2)	(3)	(4)

Date :

Place :

Signature of tenderer with Seal.